

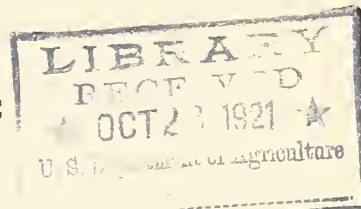
## **Historic, Archive Document**

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Bi-600  
Oct. '21

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY  
B.W.Nelson, Chief



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REGULATIONS GOVERNING PHOTOGRAPHIC WORK

Photographic Policy.

The general photographic policy of the Bureau is to assemble such photographs as will further its investigational, research, or educational work and make the results of its activities more evident and comprehensible. Pictures are not desired of subjects which are unrelated or remotely related to its usual activities or which may be related but are likely to be of little or no use for illustrative or explanatory purposes. Employees are expected to use judgment and discretion in taking official photographs and are cautioned against making any of the undesired class, which would only waste time and money and tend to encumber the files and increase the expense and work of building up a representative collection.

Photographic Committee.

To pass upon all matters relating to photographic work, including the discarding of negatives and the releasing of prints, there will be a committee of four, consisting of the Chief and Assistant Chief of Bureau, the Editor, and the Chief or Acting Chief of the Division affected.

Use of Cameras.

Cameras will be supplied to employees only when there is need for making official photographs. Only in special cases where there is frequent or continuous need for one will a camera be assigned an employee for an indefinite period. Ordinarily cameras will be furnished for a specific trip only and will be returned to stock promptly upon completion of the trip. Cameras are classed as non-expendable property, and employees supplied with them will be held strictly accountable for their proper use and safe return.

Note.--Photographers of limited experience should find it possible to improve their work by keeping a record of the light conditions and of the stop and time used, and from these notes should be able to develop modifications after comparison with the finished work. Consultation with more experienced photographers and a study of pamphlets issued by commercial camera concerns should be of assistance also, but in the main the accurate judgment necessary for successful photography must be developed largely by experience and by familiarity with the camera used.

Unexposed Films.

Films are obtainable under Government contract at a considerable saving over list prices. Whenever possible, therefore, they should be requisitioned



as in the case of other supplies, in advance of the need, and requisitions should show the make and size of camera for which desired. Films may be purchased in the field only in an emergency when needed for immediate use, or when employees are working in districts so remote that a considerable delay would result in obtaining them from Washington and the need could not be foreseen sufficiently in advance to permit requisitioning; in this case the accounting voucher should show whether the purchase was of plates or otherwise, and if rolls or packs the number of films in each should be stated. Films obtained on requisition or purchased in the field will be used only for necessary official exposures. Films are classed as expendable property but must be accounted for in the way of exposures or unused rolls returned to stock.

A report on Form Bi-605 will be made to the Bureau Editor of all films issued on requisition or purchased in the field. In the case of films issued, the report will be by the Property Clerk; in the case of films purchased in the field and noted in accounting vouchers, the report will be by the Bureau Accounting Office.

#### Exposed Films.

It will be necessary for each employee taking official photographs to use a series of temporary exposure numbers beginning with Roll No. 1 for each extended trip or field season. These numbers will consist of the roll number and the exposure number in the roll; for example, "4-6" would identify Roll No. 4 and exposure No. 6 within the roll. After being labeled on the outside to show the roll number and the name and address of exposer, exposed rolls of films will be forwarded promptly to the Bureau for developing, together with all necessary data called for on report Form Bi-601. The requirement that developing and printing be done in Washington may be waived in the case of employees who are located at remote stations or when other circumstances justify it. Films developed in the field should have temporary numbers entered on the margin to correspond with data on the report form.

#### Exposure Data.

Employees will keep memoranda of all necessary data regarding each exposure and its purpose (separate pages in field diary may be used for the purpose). Careless entries not clearly identifying the roll and exposure numbers with the descriptions should be avoided as they cause trouble and often necessitate correspondence.

When films are forwarded (to be developed or already developed) they will be accompanied by a report on exposures on Form Bi-601. This report will show the roll and exposure number and all data necessary completely to describe the view, including date, locality, and purpose.

#### Permanent Numbers.

When a package of films with accompanying data on Form Bi-601 is received in Washington, the Chief of the Division involved will make requisition on Form Bi-602 for developing and making one set of prints. The Photographer will enter the temporary numbers on the margin of negatives and on the back of corresponding prints, arranging the prints in the order of temporary numbers and dividing them into two packages, marking those in one package "N. G.," to indicate that from the photographic standpoint they are unsatisfactory. The Chief of Division and other members of the Photographic Committee will then review all prints in connection with the data sheets, retaining all that are



serviceable (including such of those marked "N. G." as will be of use for study or report purposes) and marking all others "Discard."

The retained negatives and prints, and the blanks in the data sheet opposite the temporary numbers, will then receive permanent numbers, and necessary card prints will be requisitioned, labeled, and filed for index purposes. The Chief of Division may then return to the author the discarded negatives and when deemed advisable the original set of prints (both those numbered and those stamped "Discard") with any necessary suggestions for his future guidance. Prints from official negatives will not be released for outside publication except upon authorization from the Bureau.

#### Index of Photographs.

Photographs available for release will be self-indexing, each being filed under its appropriate subject guide card, such limited number of cross-reference prints being made as necessary. All subdivisions will be listed on an "Index to Photographs" (Form Bi-604), to which additions may be made from time to time on approval of the Editor or other member of the Photographic Committee.

A reserve file will contain new photographs suitable for reproduction in Department reports. This file will be of a confidential nature, to be referred to only by members of the Committee, authors, or others by special request and no print therein will be released without the approval of the Chief or Assistant Chief of Bureau. Prints in this file will be arranged chronologically by author and reference will be made to them in the open file on a card immediately following the guide card, on which will be entered author and negative number.

Prints received without negative (by gift or purchase) will be placed in a separate reserve file arranged by family and genus, until negatives are copied, when they will fall in the same class as prints made from official negatives. Full data will be entered on these prints when first received, including source and availability for release.

#### Negative Files.

All negatives will be filed by negative number, the laboratory and field negatives being in separate series. Other series maintained will be of Executive orders (with maps) creating Federal bird reservations, which will be filed by reservation number; and of skulls of scientific specimens, which will be filed by museum number. A separate jacket will be made for each negative made in the laboratory and one jacket may contain not more than 10 consecutive field negatives of one author.

#### Records of Negatives.

Negative jackets will contain complete data, including negative number, author, State, date, and description of subject.







Index prints also will contain complete data, and the existence of all cross reference cards will be noted on each.

A book of serial numbers will show for each number (or group of field numbers) the author, date, State, and subject.

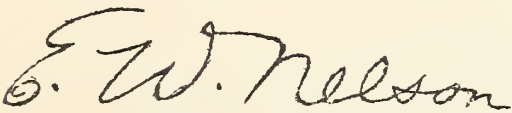
Authors will be card-indexed to show for each the subject matter, negative numbers, State, and year.

Forms Used.

The following forms will be used:

- (1) Form Bi-601. Report on Photographic Exposures, to be prepared in the field and forwarded with all films submitted, whether developed or to be developed.
- (2) Form Bi-602. Request for Photographic Work, to be prepared by Chief of Division and forwarded through Editor to Laboratory.
- (3) Form Bi-603. Record of Photographic Work, to be kept by Editor for statistical reports.
- (4) Form Bi-604. Index of Photographs, a mimeographed list of all subjects and subdivisions for which guide cards are made for the open print file.
- (5) Form Bi-605. Memorandum Regarding Purchase or Issue of Photographic Films, to be prepared in the Accounting Section or Property Office for the information of the Bureau Editor.
- (6) Form Bi-236. Record of Author's Negatives, to summarize his work after prints are regrouped by subject.

Approved, October 21, 1921.

  
Chief of Bureau.



Bi-600  
July '29

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United States Department of Agriculture  
Bureau of Biological Survey

REGULATIONS GOVERNING PHOTOGRAPHIC WORK

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U. S. Department of Agriculture

Policy:

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Cameras:

Cameras will be supplied to employees when there is need for, and opportunity to make, photographs as above described. Only in special cases where there is frequent or continuous need for one will a camera be assigned to an employee for an indefinite period. Ordinarily cameras will be furnished employees in Washington only for specific trips and will be returned to stock promptly upon completion of the trips.

Cameras are classed as non-expendable property, and employees supplied with them will be held strictly accountable for their proper care and safe return.

Films--How Procured:

Films are obtainable through the Bureau at a considerable saving over list prices. Whenever possible, therefore, they should be requisitioned as in the case of other supplies. Such requisitions should show the make and size of camera for which the films are desired, or the film number and size used before.

Films may be purchased in the field only in an emergency when needed for immediate use or when the need can not be foreseen sufficiently in advance to permit obtaining them from Washington.

Films are classed as expendable property, but they must be accounted for in the way of exposures reported, or unused rolls returned to stock. A report on Form Bi-605 will be made by the property Clerk to the Photographic File Room of all films issued on requisitions. Films purchased in the field and noted in accounting vouchers will be reported in the same manner by the Bureau Office of Accounts.

Films Exposed:

Employees taking photographs will use Form Bi-601 in forwarding the rolls to the Bureau to be developed and printed. When one roll is sent in it should be numbered "No. 1," and each exposure on the roll should also be numbered, beginning with No. 1. Where more than one roll is sent in at the same time, the second roll will be No. 2, the third No. 3, and so on, but the exposure in each case will begin with No. 1. For instance, roll 2 would run 2-1, 2-2, etc. It is very important that this numbering be carefully attended to, that all data called for on Form Bi-601 be given and that the form accompany the rolls.



## Films Developed:

When films are received at the Bureau they will be sent to the Photographic Laboratory to be developed, and one glossy print made of each negative. These glossy prints are submitted to the employee in charge of the Division handling the line of work covered by the negative for examination, who will decide whether they are to be retained or discarded. When retained, the negatives are given permanent serial numbers, these numbers put on the glossy prints, which are sent to the person who took the pictures, and two card prints made, numbered, and put in the subject and geographic file, respectively. All discarded negatives with one glossy print of each are returned to the employee taking the pictures.

When circumstances in the field make it advisable and necessary to have the rolls developed before transmitting them to the Bureau, the same procedure will be followed as heretofore outlined as to numbering and the sending in of Form Bi-601.

## Files:

All negatives are placed in jackets and filed in numerical order, and the permanent number in each case put on the outside of the jacket. There are two files for negatives--one, for all negatives taken by the field workers, has the letter "B" before the number; the other, for negatives obtained in any other way, has the letter "M" after the number.

On the card prints are entered the permanent negative number, the class (how it will be classified for filing), the name of the person taking the picture, date and where taken, and a description of the picture. They are then filed according to subject in the "Unreleased" file until the picture is published in any way. When published, the print is transferred to the "Released" file, which is also kept by subject, and the negative is then available for general use. Until a picture is "released" prints of it can be furnished only on order from the Chief or Associate Chief of Bureau, the employee in general charge of the work covered by it, or the person who took the picture.

In addition to the subject file, there is a geographic file in which prints are arranged by States, and within the State under the name of the persons taking the pictures.

This double filing system of prints keeps together in the subject file all pictures on any subject regardless of who took them, and all pictures taken in any State regardless of the subject, but filed under the name of the person who took them, so that each employee has immediately available all the pictures taken in any State.

Negatives made by employees on Government time, using personally owned cameras and films, of subjects relating to the projects on which they are engaged are to be governed by the regulations outlined herein. The Bureau will replace with unused films all such negatives as may be retained for its files, furnishing prints of these negatives to the employee.

When an employee agrees to use, or is in the habit of using, his personally owned camera as mentioned in the preceding paragraph, the Bureau will furnish films for taking pictures of subjects relating to its projects under the same arrangement as applies in the use of Government owned cameras.

*Paul G. Redington*  
Chief.

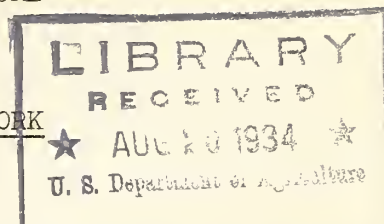




Bi-600  
July '29  
Reissued Aug. '34

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF BIOLOGICAL SURVEY  
Washington, D. C.

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*W. J. Bee*

Acting Chief

